

Gregg
Shorthand
Phrase Book



GREGG SHORTHAND PHRASE BOOK

BY
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INTRODUCTION

This book is intended for the student or the stenographer who wishes to increase his speed. Obviously, no one writer will find use for all the phrases presented. While all writers will be able to use the phrases of a general nature, each writer should select and learn the special phrases which will be useful in his own line of work. As an example, the phrase "Assistant General Passenger Agent" would ordinarily be of value only to one taking dictation involving the transportation business, while the phrase "as a matter of fact" would be valuable to any writer, regardless of the nature of the matter which he might be writing.

Phrasing in General. Intelligent phrasing increases speed, and the limit of phrase-making rests almost altogether upon the ability of the writer to execute the forms correctly. But phrasing must be based upon certain well-defined principles. In the following pages these principles will be presented as concisely as possible. The exposition of the laws of phrasing, taken in conjunction with the practice afforded by the lists of phrases, should enable the writer greatly to extend his skill in the general application of phrasing in practice. At the same time, these principles will enable the writer to avoid the pitfalls of both mind and hand that so often result from an attempt to improvise phrases.

A good phrase should be and is more easily read than if it were divided into its component parts and

each word written separately. One reason for this is that the eye can take in two, three, or even more words in a phrase at a glance, and the words are read with but one effort instead of several, as would be the case were the words written separately.

Another reason for the increased legibility resulting from phrasing is the fact that the words usually present a more distinctive outline when phrased, due not only to the ability to understand a group of closely associated words as a unit, but to the greater executional facility secured by joining the words. For example, the phrase "would be glad" when written at no matter how great a speed is always more legible than the separate words would be if written without joining, because it is easier to maintain the correct form and proportion of the characters when joined than when written with a pen lift after each word. Moreover, if one of the characters in the phrase should become distorted, the other characters joined to it would be a help in reading the poorly written one, whereas when each character is written alone this help is not available.

Phrases which are not thoroughly mastered are worse than useless, as they are in such cases a source of hesitation. Particular attention should be paid to the phrases given in Lesson Eleven in the Manual, as they are among the most common phrases in the language. In practicing them it must be remembered that a phrase must be an entity. It should be written without a pause—as if it were only one character. Thinking of each separate word in the phrase will cause a distinct stop at the end of each word, and facility in execution will thus be lost. In learning the longer phrases, however, it is sometimes necessary to separate them into smaller units. If you find it difficult to write some of the phrases consisting of

several strokes, practice a part of the phrase at a time until the difficulty of that part has been removed. Then add a little more to it and so on until the whole phrase can be written without a perceptible stop. Several illustrations of this method of practice will be found in "Gregg Speed Studies" on page 65.

In "The Science and Art of Phrase-Making" David Wolfe Brown says:

"A phrase, to be of value, must be spontaneous. It should flow from the pen smoothly and pauselessly, without perceptible mental effort. Phrases which, while being written, require close attention in following their intricacies, hamper the free movement of the hand and cause hesitation. But when it is said that phrases should be spontaneous—should indeed be written almost automatically—we do not mean that only such phrases are to be written as can be flung from the pen without thought or effort by one who has never given time or attention to the study of phrasing as a fine art. A good phrase should be spontaneous with those who have been educated, so to speak. The spontaneity desired is not the spontaneity of ignorance, but the spontaneity of education and culture. Good phrasing habits do not come without cultivation. Phrasing rules, and in some cases particular phrases, are to be studied until thoroughly familiarized. While it is true that 'any conscious effort to make phrases, except as a matter of mere experiment, is a mistake,' yet the absence of 'conscious effort' should come as the natural result of a mastery of the phrasing art in its principles and details. That phrase, which to a tyro may seem difficult, requiring him to 'wrestle' with it letter by letter

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or stroke by stroke, may be in fact not a bad phrase, but an extremely good one, because it is one that comes easily and naturally (that is, spontaneously) to the writer if by study and practice he has properly prepared himself for his work.

"But though phrases should in general be spontaneous, it is not meant that all the phrases useful to a reporter can be devised off-hand, on the spur of the moment, during the hurry of reporting. It would be a mistake to disparage certain highly useful special phrases which the books have provided to be memorized or which the practical reporter constructs for himself. Through the labor and experience of reporters and authors there have been evolved, and placed in the textbooks to be mastered by everyone who would be an expert, certain highly useful phrases which—because they involve in their construction abstruse rules, or complex mental processes, or arbitrary or unique methods of abbreviation—could scarcely be extemporized by the most accomplished reporter. Besides these highly useful and almost indispensable phrases, others of similar nature are almost daily invented by every practical reporter to meet his personal and immediate needs. Some are not invented during the stress of reporting, but are devised deliberately beforehand, because their necessity is foreseen. Others of the same nature are gradually evolved during actual reporting work, being suggested by the continued repetition of certain verbal combinations. The reporter, as a particular group of words is spoken again and again, gradually writes it more and more briefly, achieving at last a special phrase, arbitrary perhaps in its

character—following perhaps in its construction no general law—but which possibly, because of its aptness and prospective usefulness becomes thereafter a permanent part of his reporting equipment. While insisting that phrases should in general be spontaneous, we by no means discourage or disparage the memorizing or invention of a certain number of these highly useful special or irregular phrases."

It will be seen that Mr. Brown, of course, had reporters in mind in writing the foregoing passage, but all that he said is equally applicable to every stenographer or every shorthand student.

The Four Fundamental Principles of Phrasing. There are four general rules which must govern the formation of every phrase, and they are given here so that the student may observe how they apply to everyone of the more definite suggestions which follow, as well as to all the examples given in this book.

1. *At the outset short and common words only should be joined.* That is, until the writer has, by experience, become capable of judging for himself of the value of a phrase, he should be very hesitant about phrase forms containing long or unusual words. It is only in exceptional cases that such phrases are worth while.

2. *The words joined in a phrase should make good sense when standing alone, they should constitute a natural "speech phrase."* As an example, if you have the group of words "therefore I went" it would be incorrect to phrase "therefore—I went." The proper phrasing would be "therefore I—went." Any departure from this principle will cause hesitation and errors in reading.

3. *The outlines for the words composing the phrase should be such as will join easily to other outlines.* To illustrate: The phrase "and-will" is a good one, because of the ease of joining; but the phrase "and-go" would be a very poor one, because the joining is impossible to execute with accuracy.

4. *Phrases which carry the hand away from the line of writing, or unduly long phrases, should be avoided, as they tend to break the rhythm of the writing.*

In short, the student always should remember that phrasing should exist only for the purpose of increasing both legibility and speed in writing. Phrasing should be considered not an end, but a means. The rules just given are only a more detailed expression of the same thought, intended to be used by the student as a test for any phrases which he may formulate.

In going over his notes the beginner should apply these four tests to any new phrases he may form. He may remember them briefly as:

1. *Is it common?*
2. *Is it natural?*
3. *Is it easily joined?*
4. *Is it short?*

When he can answer "Yes" to each of these questions, he may adopt it as useful and therefore worth learning.

Classes of Phrases. Having studied the principles which apply to all phrases, the student is now ready to take up some definite suggestions covering the various classes of phrases.

The first and simplest class of phrases is composed of those which are made up of short words, usually

wordsigns, joined together without modification and without the omission of any word or stroke. As the majority of the phrases are of this kind, it will be worth while to go into this classification rather fully. The following are useful examples, illustrating principles. Hundreds more may be gleaned from the lists in the book.

1. Pronoun joined to a verb:

I am	—	you do	✓
I can	—	he will	—
I shall	9	they may	—

2. Pronoun joined to the negative form of the verb:

they can not	—	we are not	—
he may not	—	you would not	✓
she does not	✓	I should not	✓

3. Pronoun joined to the verb and its auxiliary:

I may be	—	you have seen	—
he might be	—	who could be	—
I have gone	—	we have said	—

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4. Preposition joined to its object:

for me		on which	
from you		to them	
by the		at that	

5. The word *to* may nearly always be joined in writing the infinitive form of the verb:

to go		to give	
to create		to care	
to continue		to send	

6. Verb joined to its object:

give me		told you	
tell me		ask me	
take that		gives them	

7. Adjective joined to the word qualified:

large number		great man	
good time		common people	
many days		all my attention	

8. Combinations of the forms just given:

by which it is		to which you refer	
he told me		I could not say	
I have your letter		you should not be	

Omission of Non-essential Words. The next simple method of phrasing is to omit unessential words which naturally must be restored in transcribing in order to make sense. The most common omission is *a, an* or *the*:

as the case		on the contrary	
may be			
during the		on the other side	
year			
in a position		at a loss	
at such a		in the usual	
moment		manner	

Another word frequently omitted in phrasing is the conjunction *and*:

here and there		by and between	
back and forth		by and by	
heaven and earth		more and more	

Other examples which will give the student an idea of the flexibility of this principle are:

look into the		take into	
matter		consideration	
one of the		form of	
most		agreement	
we are of the		attorney at	
opinion		law	

In many cases, *of the* may be expressed by writing the words on either side of *of the*, close together when it would be difficult to join them. This method of indicating "of the" should not be employed where either "of" or "of the" may be read interchangeably into the phrase, or when the "of" or "of the" may be omitted altogether; as, for example, "some men," "some of the men"; "many people," "many of the people."

education of		cause of the	
the people		delay	
part of the		day of the	
country		week	
advantages of		name of the	
the plan		person	

Modification of Forms. Some combinations occur with sufficient frequency to make it worth while to modify slightly the original outline of one or more words in order to make the phrase possible. This practice is not generally to be recommended. Some examples of this principle are given in the Manual. A few additional instances are:

Above

above day		above date	
above mentioned		above named	
and above all		above named place	

Against

against the		against that	
against them		against me	

All over the

all over the country		all over the kingdom	
all over the place		all over the world	

Assure

and assure you		and I assure you	
I can assure you		we assure you	

Fact

I am aware of the fact		well-known fact	
on account of the fact		we are aware of the fact	
in point of fact		call your attention to the fact	

Extent

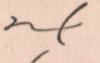
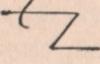
to a certain extent	29	to a great extent	more
to a considerable extent	23	to a large extent	less
to some extent	20	to such an extent	1

Miscellaneous examples.

great deal	more	as follow	9
all alone	—	at any rate	—
all along	—	at first sight	—
at once	—	day's sight	26
at the same time	2	day or so	8
I always	—	whole lot	—
we always	—	once in a while	—
in other words	—	in my opinion	—
fire insurance	2	in my judgment	—
life insurance	—	one another	—
on hand	—	on the present occasion	29

Intersection. Many useful and distinctive phrases are formed by using the principle of intersection. There are two classes of intersected phrases—those formed according to a regular principle and those especially composed for some frequently recurring

expression. The regular use of an intersected *b* for *board* is an example of the first kind:

school board 
board of
management 

Federal Reserve
Board 
Board of Educa-
tion 

The irregular phrases are not worth while unless it is fairly certain that the expressions which they represent will recur with a reasonable degree of frequency. A few typical examples, chosen from different lines of work are:

Treaty of
Versailles 
atmospheric
pressure 

Muscle Shoals 
Liberty Bond 

METHODS OF USING THE BOOK

There are two ways in which a phrase book may be helpful to a pupil.

1. He may use it to look up phrases which he meets in his dictation practice, the outlines for which he is not certain of. In this way it serves merely as a reference book. It will be noted that the words have been arranged in strict alphabetical order to facilitate quick reference.

2. The more profitable way of using it is as a textbook, organizing the work and studying it systematically. After having studied the principles and the phrase lists given in the introduction, the pupil should go through the book, page by page, practicing all the phrases that may be of value to him.

The pupil in school should practice only the general phrases unless he is preparing for some definite future position, in which case he should also, of course, practice the phrases which would be applicable to that field of business. After finishing a page, writing each outline four or five times or more if necessary to be able to execute it fluently, the writer should have the phrases dictated to him several times at gradually increasing speeds. This is for the purpose of developing ability to write a phrase from *hearing* it rather than from *seeing* it. The phrases should be reviewed from time to time in order to fix them in the mind.

The teacher may have the class use the "Phrase Book" in the manner just described. In addition he may find it interesting and profitable to assign, say, one page a day to be studied in this way and then dictate a short passage of connected matter containing as many of the phrases on the page as can be worked

into the dictation. These passages may usually be composed as they are dictated, although the dictation would be improved if the notes were prepared beforehand. This practice may be begun as early as the tenth or eleventh lesson in the Manual, as by that time the students are able to take simple dictation. By having these dictations transcribed by the students, and preserving a copy of each, in a short time the teacher can build up a large collection of such matter.

If this method of using the book be employed, the phrases may be taken up as drills in execution. It will be found that penmanship drills on the phrases—practicing for high speed and accuracy on the easily executed phrases, and drilling on the harder phrases progressively—will develop a high type of executional skill that will favorably affect all the writing.

A second plan is to take the dictation material to be used for the day, run through it and underline every phrase. The outlines for these should be looked up in the "Phrase Book" by the pupil, and practiced until they can be written readily and legibly before the dictation is begun. The teacher may prefer to place the phrase forms on the board for drill purposes. In this way special attention can be given to analogous phrases, or phrases that illustrate principles. In fact, this work on the phrases—and perhaps also the *unusual* words—is a preparation for dictation. The plan may be applied to all dictation material, letters as well as literary matter. The advantages of this method are that the phrases are applied in a natural way, there is variety in the work, and the pupil acquires facility in *recognizing words that should be phrased*.

References. So much has been written on the subject of phrasing that it is now practically impossible

to present anything new. For a more detailed and advanced treatment of the subject than is given here we would refer the student to the following books, which have been consulted in preparing the material given here:

Gregg Reporting Shortcuts. By John Robert Gregg. This contains a discussion of the phrasing principles applicable more particularly to court reporting, as well as a classified list of shortcuts suitable for such work.

The Stenographic Expert. By Willard B. Bottome in collaboration with John Robert Gregg. This offers not only a section on phrasing possibilities and a generous list of examples, but also articles on the general features of a reporter's work, together with practice matter in longhand and shorthand.

The Factors of Shorthand Speed. By David Wolfe Brown. Although written in the first place with the particular needs of another system in mind, the student will find much helpful material in this book relating not only to phrasing but, as the title indicates, to all the other factors entering into the attainment of high speed in shorthand. The amount of space devoted to phrasing is, in itself, an indication of the importance which the author placed on proper phrasing as an aid to speed.

The Gregg Shorthand Manual and *Gregg Speed Studies.* Both of these contain a great deal of very valuable assistance to those wishing to acquire the "knack" of phrasing. We mention them particularly because frequently the student overlooks the material in these two books, feeling that after having been through them once or twice he should go on to pastures new. As a matter of fact, in most cases more

benefit could be obtained by a thorough review of what had already been covered than by going over other books in a superficial way.

In conclusion we want to impress upon the student that half-learned phrases, like half-learned wordsigns are more a hindrance than a help. If a phrase is worth learning at all, it is, as a rule, worth learning well.

JOHN ROBERT GREGG.

A

	able to say		about which you are
	about how many		about which you can
	about it		above day
	about that		above date
	about that time		above mentioned
	about the		above named
	about them		above named place
	about these		absolutely necessary
	about these goods		abstract of title
	about these things		accept thanks
	about the world		accept that
	about this		according to my
	about this matter		according to the
	about this thing		account book
	about this time		acknowledge receipt of your letter
	about those		across the
	about which		act of Parliament
	about which it is		A. D.
	about which the		adjust the matter
			a dollar

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98	after dinner speech	21	a hundred thousand
99	after due consider- ation	22	all alone
99	after many days	23	all along
99	after that	24	all day
99	after that date	25	all in all
99	after that time	26	all information
99	after the	27	all matters
99	after them	28	all may be
99	after this	29	all means
99	after this date	30	all men
99	after this is	31	all my
99	after this time	32	all my attention
99	after you had been	33	all my time
99	again and again	34	all necessary atten- tion
99	against that	35	all necessary infor- mation
99	against the	36	all of which
99	a gallon	37	all orders
99	a hundred	38	all over the coun- try
99	a hundred dollars	39	all over the king- dom
99	a hundred pounds	40	all over the place

em	all over the world	mo	and assure you that
o	all right	o	and company
w	all round	w	and forward
b	all there is to say	b	and have
er	along the	er	and have been
o-	A. M.	o-	and have taken
o	American people	o	and have you
o	American Railway Express Company	o	and hope
—	a million	—	and hope you have
—	a million dollars	—	and I am
—v	among the	—v	and I am glad
—v	among us	—v	and I am glad to say
o—	amount of commis- sion	o—	and I am glad to see
o—	amount of prem- ium	o—	and I am pleased
o	ample time	o	and I am pleased to say
l	and above all	l	and I assure you
—	and else	—	and I have
—	and am	—	and I may
—	and are	—	and I was
m	and assure you	m	and I will

	and I will expect		and those
	and I will have		and was
	and I will not		and which
	and I will not be		and which has been
	and in reply		and which is
	and is		and which is not
	and it is		and which may be
	and looked		and which must be
	and make		and will
	and our		and will be
	and see		another thing
	and sons		another time
	and that		anybody else
	and that the		any longer
	and that this		any more
	and the		any more than
	and their		any one
	and therefore		anyone else
	and there is		any one of the
	and they		any other

16	a pound	27	as long as possible
44	application blank	28	as low as
2	are not	29	as low as possible
1	are you	28	as many as
26	as a matter of course	28	as many as possible
29	as a matter of fact	29	as might have been
20	as a matter of law	27	as much as
26	as a result	27	as much as possible
21	as a rule	26	as near as
8	as follows	29	as near as can be
20	as given	29	as near as can be done
23	as good as	26	as near as I can
21	as great as	29	as near as I can judge
9	as if	20	as near as I can remember
8	as it has been	20/1	as near as I could judge
21	as it is	27	as near as possible
21	as it is not	20	as near as they can
4	as large as	20	as near as you are able
1	as little as	20	as near as you can
1	as long as	20	as near as you can tell

<i>E</i>	as per our	<i>2</i>	as the
<i>El</i>	as per order	<i>22</i>	as the case may be
<i>El</i>	as per your order	<i>23</i>	as the result
<i>223</i>	as quick as	<i>24</i>	as there has been
<i>227</i>	as quick as pos- sible	<i>25</i>	as there were
<i>229</i>	as quickly as pos- sible	<i>26</i>	as they
<i>228</i>	as rapidly as pos- sible	<i>27</i>	as this
<i>229</i>	Assistant General Freight Agent	<i>28</i>	as this is
<i>229</i>	Assistant General Manager	<i>29</i>	as though
<i>229</i>	Assistant General Passenger Agent	<i>29</i>	as to
<i>229</i>	Assistant General Superintendent	<i>290</i>	as to that
<i>229</i>	Assistant Superin- tendent	<i>291</i>	as to the
<i>2</i>	Associated Press	<i>292</i>	as to their
<i>22</i>	as soon as	<i>293</i>	as we find
<i>22</i>	as soon as possible	<i>294</i>	as we found
<i>220</i>	as soon as you are able	<i>295</i>	as we have not
<i>220</i>	as soon as you can	<i>296</i>	as we know
<i>220</i>	as soon as you know	<i>297</i>	as well
<i>21</i>	as stated	<i>298</i>	as well as
<i>20</i>	as that	<i>299</i>	as well as can be

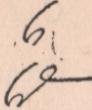
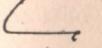
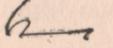
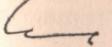
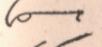
27	as well as possible	28	at any rate
29	as you	30	at any time
2	as you are	21	at any time and place
2e	as you are aware	22	at any time or place
2n	as you know	23	at as early a date as possible
26	as you may desire	24	at first
2	as you will	25	at first sight
2g	as you will find	26	at hand
2s	as you will see	27	a thousand
3	as you wish	28	a thousand dollars
2/	as you would	29	a thousand pounds
2d	as you would find	30	at last
1	at all	31	at least
2f	at all events	32	at length
2/	at all times	33	at once
2g	at a loss	34	at our
2/	at an early date	35	at our expense
2o	at an early day	36	at owner's risk
2	at any date	37	at present
2	at any future time	38	at some time

<u>z</u>	at such a moment	<u>z</u>	at these
<u>p</u>	at that	<u>z</u>	at the time
<u>t</u>	at that time	<u>z</u>	at the time and place
<u>r</u>	at the	<u>z</u>	at this
<u>e</u>	at the earliest pos- sible moment	<u>z</u>	at this end
<u>r</u>	at their	<u>z</u>	at this end of the line
<u>lf</u>	at the last session	<u>z</u>	at this stage of the case
<u>o</u>	at the present day	<u>z</u>	at this time
<u>z</u>	at the present min- ute	<u>z</u>	attorney at law
<u>z</u>	at the present mo- ment	<u>z</u>	Attorney General
<u>z</u>	at the present ses- sion	<u>z</u>	at which time
<u>z</u>	at the present time	<u>z</u>	at which time and place
<u>rd</u>	at the rate of	<u>z</u>	at which you think
<u>rz</u>	at the request of	<u>z</u>	at your conven- ience
<u>z</u>	at the same time	<u>z</u>	at your earliest possible conven- ience

B

2	back and forth	L	before me
4	baggage master	L	before or after
60	balance of account	L	before or since
61	balance sheet	L	before that
62	ballot box	L	before that time
63	Baltimore & Ohio	L	before the
64	bank draft	L	before their
65	bank note	L	before them
66	be able	L	before there is
67	bear in mind	L	before this
68	be careful	L	before you
70	because that	L	before you are
71	before and after	L	before you can
72	before another	L	be glad
73	before any other	L	be good enough
74	before it was	L	be it known
75	before many	L	be it remembered
76	before many days	L	be kind enough
77	before many weeks	L	be known
		6	best attention

8	best way	8	board of management
9	be sure	9	board of managers
10	be sure that	10	board of trade
11	better than	11	bona fide
12	better than that	12	bond and mortgage
13	better than the	13	bring forth
14	between that	14	bring forward
15	between the	15	bring to your attention
16	between these	16	brother-in-law
17	bill of exceptions	17	brought forward
18	bill of exchange	18	business correspondence
19	bill of fare	19	business men
20	bill of lading	20	but this is a case
21	bill of particulars	21	but this is a question
22	bill of sale	22	but this is not so
23	blessing of God	23	by all means
24	board of commissioners	24	by and between
25	board of directors	25	by and by
26	board of education	26	by any means
27	board of health	27	by early mail

	by express		by this
	by mail		by this day's mail
	by me		by this mail
	by means of		by this means
	by means of which		by this time
	by next mail		by today's mail
	by no means		by us
	by reason		by which
	by return mail		by which it is
	by same mail		by which it may be
	by telephone		by which means
	by that		by which they are
	by that date		by which they will
	by that means		by which you will see
	by that time		by wire
	by the		by your
	by them		by your company
	by themselves		by your letter
	by these presents		by your order
	by the way		by your own

C

	cannot answer
~v	call his attention
'z	call upon
z	call upon him
z	call upon me
z	call upon my
z	call upon our
z	call upon them
z	call upon us
z	call upon you
w	call your attention
wz	call your attention to the fact
z,	Canadian Pacific
z	can be
z	can be done
z	can be made
z	can have
z	can never
z	cannot accept
z	cannot account
z	cannot be
z	cannot be made
z	cannot be sure
z	cannot expect
z	cannot possibly
z	cannot remember
z	cannot say
z	cannot see
z	cannot understand
w	can that
w	can the
z	can there be
w	can they
w	can you
w	can you give
w	can you not
w	can you not say
w	can you remember
w	can you remember the

<u>m</u>	can you think	<u>c</u>	circular letter
<u>mc</u>	can you think of anything	<u>co</u>	city, county and state
<u>g</u>	careful attention	<u>ch</u>	City of Boston
<u>g</u>	careful consideration	<u>ch</u>	City of Chicago
<u>nd</u>	car load	<u>nl</u>	City of London
<u>nl</u>	car load lot	<u>co</u>	city ordinance
<u>nl</u>	car load shipment	<u>ce</u>	civil engineer
<u>no</u>	case of this kind	<u>cl</u>	civil law
<u>re</u>	center rail	<u>cs</u>	civil service
<u>h</u>	certificate of deposit	<u>cr</u>	civil service reform
<u>co</u>	Chairman of the Committee	<u>cl</u>	C. O. D.
<u>+</u>	Chamber of Commerce	<u>cc</u>	come to the conclusion
<u>ce</u>	Chancellor of the Exchequer	<u>cc</u>	Common Council
<u>l</u>	Chancery Court	<u>ct</u>	condition of things
<u>l</u>	Chancery Division	<u>tw</u>	confirming our wire
<u>t</u>	chattel mortgage	<u>cp</u>	Conservative party
<u>ll</u>	cheer after cheer	<u>ca</u>	considerable attention
<u>o</u>	Chicago & Alton	<u>ci</u>	considerable importance
<u>h</u>	chief clerk	<u>ca</u>	constitute and appoint
<u>g</u>	chief engineer	<u>cu</u>	Constitution of the United States

✓ *shorts*

31	construe the	✓	could not say
1	could be	✓	could not see
11	could be done	✓	counselor at law
16	could be made	✓	counter claim
17	could be the	✓	County Council
18	could have	✓	course of business
19	could have been	✓	credit department
20	could not be	✓	credit memorandum
21	could not be done	✓	custom house

D		
pp	day after day	/6
l	day before yesterday	/
pp	day by day	/9
8	day or so	/3
p	day or two	/2
ps	day or two ago	/2
p	days ago	/10
6	days' sight	/1
6	day time	/8
8	deaf and dumb	/6
5	Dear Madam	/3
C	Dear Miss	rec
C	Dear Mr.	rec
C	Dear Mrs.	rec
1	Dear Sir	/9
1	Dear Sirs	rec
1	deed of settlement	rec
1	defendant's testi- mony	/3
1	Democratic party	/6
		descriptive catalog
		did not
		did you
		did you examine
		did you have
		did you have any
		did you have any- thing
		did you make
		did you mention
		did you not expect
		did you receive
		did you see
		different creditors
		different times
		direct tax
		discount for cash
		distinct under- standing
		distinctly remember
		distinctly under- stood
		District Attorney

<u>z</u>	does not	<u>m</u>	do you call
<u>ze</u>	does not allow	<u>ml</u>	do you intend
<u>zd</u>	does not want	<u>z</u>	do you know
<u>zo</u>	does that	<u>o</u>	do you know whether
<u>z</u>	doing his	<u>o</u>	do you know whether or not
<u>zo</u>	doing that	<u>mo</u>	do you mean to say
<u>z.</u>	doing the	<u>re</u>	do you remember
<u>zu</u>	don't you know	<u>n</u>	do you want
<u>zez</u>	don't you remem- ber	<u>us</u>	draw on us
<u>zo</u>	don't you think	<u>uu</u>	draw on you
<u>z</u>	do not	<u>g</u>	dry goods
<u>z</u>	do so	<u>gh</u>	dry goods depart- ment
<u>z</u>	do this	<u>gu</u>	dry goods store
<u>z</u>	do you	<u>re</u>	during the year

	E		
h	each of these	h	every consideration
l	each one	l	every day
z	each other	z	every day or two
r	early attention	r	every direction
g	early information	g	every moment
y	early reply	y	every one
o	eastern division	o	every respect
m	economical manner	m	everything else
ll	education department	ll	every way
tt	electric company	tt	exact time
rr	end of the month	rr	examine this
rr	end of the week	rr	Executive Committee
ll	endowment policy	ll	expecting to hear from you
rr	enter into	rr	expect that
jj	ever since	jj	express cars
jj	ever since then	jj	express charges
jj	every attention	jj	Express Company
ll	everybody else	ll	express money order
			extra discount

F		
<i>20</i>	fact that	
<i>23</i>	facts of the case	
<i>2</i>	faster than	
<i>21</i>	father-in-law	
<i>24</i>	fellow-citizens	
<i>26</i>	few days	
<i>27</i>	few days ago	
<i>28</i>	few hours ago	
<i>2</i>	few hundred	
<i>2</i>	few hundred dollars	
<i>26</i>	few minutes	
<i>26</i>	few minutes ago	
<i>26</i>	few moments	
<i>26</i>	few moments ago	
<i>26</i>	few months	
<i>26</i>	few months ago	
<i>2</i>	few weeks	
<i>26</i>	few weeks ago	
<i>2</i>	few thousand dollars	
	<i>2</i>	find enclosed
	<i>21</i>	fire department
	<i>2</i>	fire insurance
	<i>21</i>	fire insurance company
	<i>2</i>	first class
	<i>21</i>	first class condition
	<i>2</i>	first class manner
	<i>2</i>	first instant
	<i>2</i>	First National Bank
	<i>2</i>	first question
	<i>2</i>	first place
	<i>20</i>	first rate
	<i>26</i>	first stage
	<i>26</i>	first time
	<i>26</i>	f. o. b.
	<i>26</i>	f. o. b. cars
	<i>26</i>	following morning
	<i>26</i>	for a certain length of time
	<i>26</i>	for a certain purpose
	<i>26</i>	for a certain time

mon

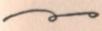
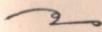
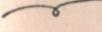
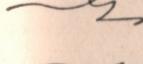
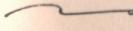
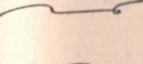
<u>h</u>	for a considerable length of time	<u>h</u>	for collection
<u>h</u>	for a considerable time	<u>h</u>	for different reasons
<u>h</u>	for a considerable number	<u>h</u>	foreign exchange
<u>h</u>	for a day	<u>h</u>	for example
<u>h</u>	for a day or two	<u>h</u>	for him
<u>h</u>	for a few days	<u>h</u>	for instance
<u>h</u>	for a few minutes	<u>h</u>	for it is evident
<u>h</u>	for a few moments	<u>h</u>	for its
<u>h</u>	for a few months	<u>h</u>	for last month
<u>h</u>	for a few weeks	<u>h</u>	for last week
<u>h</u>	for a good many	<u>h</u>	for many years
<u>h</u>	for a long time	<u>h</u>	for many years to come
<u>h</u>	for a long time past	<u>h</u>	form of agreement
<u>h</u>	for a long time to come	<u>h</u>	form of government
<u>h</u>	for a minute	<u>h</u>	for more than
<u>h</u>	for a moment	<u>h</u>	for my own part
<u>h</u>	for and in consideration	<u>h</u>	for my part
<u>h</u>	for a number of years	<u>h</u>	for next month
<u>h</u>	for any length of time	<u>h</u>	for next season
<u>h</u>	for certain reasons	<u>h</u>	for next week

<i>le</i>	for next year	<i>z</i>	for the fact
<i>lk</i>	for other purposes	<i>z</i>	for the first time
<i>lon</i>	for quite a long time	<i>z</i>	for their
<i>lon</i>	for quite a long time to come	<i>z</i>	for the last
<i>ls</i>	for quite a while	<i>z</i>	for the last month
<i>ly</i>	for said purpose	<i>z</i>	for the last time
<i>l</i>	for sale	<i>z</i>	for the last week
<i>l</i>	for several reasons	<i>z</i>	for the last week or two
<i>l</i>	for some cause	<i>z</i>	for the last year
<i>l</i>	for some cause or other	<i>z</i>	for them
<i>lv</i>	for some considerable time	<i>z</i>	for the most part
<i>l</i>	for something else	<i>z</i>	for the next week or two
<i>l</i>	for some time	<i>z</i>	for the past
<i>l</i>	for some time past	<i>z</i>	for the past week
<i>l</i>	for some time to come	<i>z</i>	for the past week or two
<i>l</i>	for some years	<i>z</i>	for the present
<i>l</i>	for that	<i>z</i>	for the purpose
<i>ls</i>	for that reason	<i>z</i>	for the same reason
<i>l</i>	for that time	<i>z</i>	for themselves
<i>l</i>	for the	<i>z</i>	for there has been

u	for there is not	h	for you
h	for these	30	for your city
23	for these goods	21	for your country
✓	for the time	28	freedom of speech
✓	for the time being	26	freedom of the people
h	for this	26	freedom of the press
29	for this case	29	free of charge
23	for this cause	29	freight agent
21	for this class	29	from day to day
23	for this company	2	from him
23	for this considera- tion	2	from hour to hour
23	for this is the	—	from month to month
23	for this month	2	from our
23	for this reason	29	from our agent
23	for this route	29	from our letter
✓	for this time	2	from season to season
23	for this week	2	from such
3	for us	20	from that
1	for which	26	from that time
23	for which accept thanks	2	from the

2	from them	2	from which
2	from this	2	from year to year
2	from this station	2	from you
2	from time to time	2	furniture department
2	from us	2	further than

G

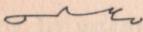
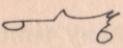
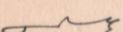
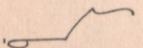
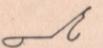
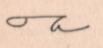
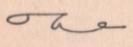
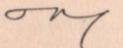
	General Agent		Grand Jury
	General Freight Agent		Grand Trunk
	General Manager		Great Britain
	General Superintendent		Great Britain and Ireland
	give me		great city
	gives me		great deal
	give them		great favor
	give us		great importance
	give you		great man
	glad to hear from you		great many years
	glad to see		great measure
	good deal		great men
	good enough		great nation
	good many		great number
	good many of them		great pleasure
	good night		great privilege
	go on		great while

	H	
<i>h</i>	had been	<i>h</i> has done
<i>h</i>	had been done	<i>h</i> has given
<i>h</i>	had been given	<i>h</i> has made
<i>h</i>	had better	<i>h</i> has no
<i>h</i>	had not	<i>h</i> has not
<i>h</i>	had there been	<i>h</i> has not been
<i>h</i>	half done	<i>h</i> has not been able
<i>h</i>	half dozen	<i>h</i> has not been done
<i>h</i>	hand in hand	<i>h</i> has said
<i>h</i>	hard to say	<i>h</i> has that
<i>h</i>	has become	<i>h</i> has the
<i>h</i>	has been	<i>h</i> has their
<i>h</i>	has been able	<i>h</i> has therefore
<i>h</i>	has been done	<i>h</i> has this
<i>h</i>	has been given	<i>h</i> has to
<i>h</i>	has been going	<i>h</i> has to be
<i>h</i>	has been known	<i>h</i> has to be done
<i>h</i>	has been made	<i>h</i> has to be given
<i>h</i>	has been received	<i>h</i> have been
		<i>h</i> have been able

Y	have done	1	having your
Y	have found	2	hear from you
Y	have given	2	hear from you again
L	have known	2	hear from you at an early date
L	have mentioned	2	hear from you soon
Y	have not been	2	heaven and earth
Y	have not been able	2	he called upon you
Y	have not received	2	he came
L	have the	2	he can
Y	have there been	2	he can be
Y	have thought	2	he can have
Y	have understood	2	he cannot
Y	have you	2	he cannot be
Y	have you been	2	he cannot say
L	have you mentioned	2	he cannot see
L	have you given	2	he cannot understand
Y	have you not been able	2	he can tell
Y	have you received	2	he could
Y	have you seen	2	he could be
Y	having the	2	he could not

	he could not be		he may have
	he did		he might have been
	he does		he must
	he finds		he must be
	he found		he must have
	he gave		here and there
	he gets		here mentioned
	he gives		herewith please find
	he goes		herewith please find enclosed
	he had been		herewith please find statement
	heirs, executors, administrators and assigns		her own
	he is		he says
	he is known		he should
	he is said		he told me
	he is well known		he was
	he knew		he was not
	he knows		he will
	he made		he will ask
	he makes		he will be
	he may		he will find

	he will have		House of Commons
	he will say		House of Lords
	he would		House of Representatives
	hither and thither		how do you know
	hope to be able		how long
	hoping this will be		how many
	hoping to hear from you		how many of them
	hoping to hear from you soon		how many times
	hoping to receive		how much
	hoping you will favor		how much money
	hoping you will find		how to do
	hour after hour		human being

	I		
	I am surprised		I am told
	I always		I am unable
	I am advised		I am, Very respectfully
	I am afraid		I am very sorry
	I am at a loss		I am, Very truly yours
	I am at a loss to know		I am willing
	I am at a loss to say		I am wrong
	I am at a loss to see		I am, Yours respectfully
	I am aware		I am, Yours sincerely
	I am aware of the fact		I am, Yours truly
	I am concerned		I am, Yours very truly
	I am confident		I ask
	I am directed		I ask that
	I am disposed		I became
	I am of the opinion		I began
	I am sorry to hear		I begin
	I am sorry to learn		I begin to hope
	I am sorry to say		I begin to think
	I am sure it will be		I believe

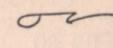
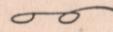
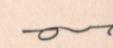
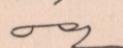
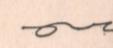
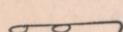
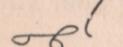
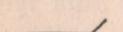
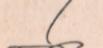
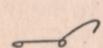
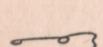
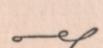
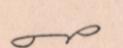
<i>bc</i>	I believe there was	<i>o</i>	I care
<i>b</i>	I brought	<i>o</i>	I collect
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<i>or</i>	I call your atten- tion	<i>z</i>	I confirm
<i>or</i>	I call your atten- tion to the fact	<i>o</i>	I could
<i>o</i>	I can	<i>o</i>	I could be
<i>o</i>	I can assure you	<i>o</i>	I could not
<i>o</i>	I cannot	<i>o</i>	I could not be
<i>o</i>	I cannot be sure	<i>o</i>	I dare say
<i>o</i>	I cannot possibly	<i>o</i>	I decline to say
<i>one</i>	I cannot remember	<i>o</i>	I demand
<i>o</i>	I cannot say	<i>o</i>	I deny
<i>o</i>	I cannot see	<i>o</i>	I desire to call your attention to the fact
<i>o</i>	I cannot under- stand	<i>o</i>	I desire to thank you
<i>o</i>	I can say	<i>o</i>	I do
<i>o</i>	I can see	<i>o</i>	I do not
<i>o</i>	I can't	<i>o</i>	I do not believe
<i>o</i>	I can't say	<i>o</i>	I do not care
<i>o</i>	I can't see	<i>o</i>	I do not consider
<i>one</i>	I can't remember	<i>o</i>	I do not deny

9	I do not judge	8	I expect that
6	I do not know	2	if any
6	I do not like	7	if anybody
8	I do not propose	2 ^o	if anyone else
6	I do not recollect	2 ^o	if any other
6	I do not refer	2	if anything
6	I do not remember	2	if at all
6	I do not remember that	2	I feel sure
6	I do not say	2 ^o	I feel sure that
6	I do not see	9	if I can be
6	I do not think	2	if I could be
6	I do not under- stand	2	I find
6	I do not want	2	if it be
6	I do not want to say	2	if it has been
6	I do not wish	2	if it is
9	I do not wish to have	2	if it may be
9	I do not write	2	if it is possible
8	I don't believe (See other phrases under "I do not.")	2	if it is the
6	I enclose	2	if it were
8	I expect	2	if it were not

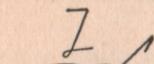
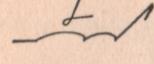
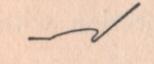
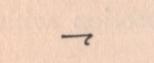
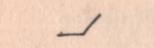
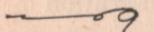
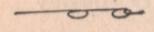
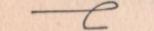
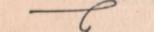
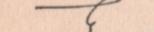
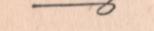
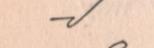
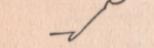
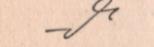
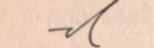
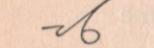
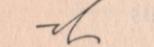
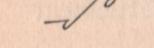
if it were possible	if we
if not	if we are
I forward	if we do
if possible	if we do not hear
if so	if we do not hear from you
if that	if we had
if that is	if we have
if that is not	if we think
if that will	if you
if the	if you are
if their	if you are in favor
if there are	if you can
if these	if you cannot
if they	if you desire
if they are	if you do not
if they are not	if you do not care
if they have been	if you do not hear
if this	if you do not know
if this is satisfactory	if you do not write
if this is the	if you do not write him

<i>20</i>	if you do not write me	<i>21</i>	if you want any
<i>22</i>	if you do so	<i>2</i>	if you will
<i>23</i>	if you do this	<i>24</i>	if you will be
<i>25</i>	if you find	<i>26</i>	if you will favor
<i>27</i>	if you give	<i>28</i>	if you will have
<i>29</i>	if you give me	<i>29</i>	if you will make
<i>30</i>	if you have	<i>31</i>	if you will oblige
<i>31</i>	if you have done	<i>32</i>	if you will only
<i>32</i>	if you have had	<i>33</i>	if you wish
<i>33</i>	if you have not	<i>34</i>	if you would
<i>35</i>	if you knew	<i>36</i>	if you would only
<i>36</i>	if you know	<i>37</i>	I give
<i>38</i>	if you may	<i>39</i>	I had
<i>39</i>	if you mean	<i>40</i>	I had been
<i>40</i>	if you must	<i>41</i>	I have
<i>41</i>	if you must be	<i>42</i>	I have another
<i>42</i>	if you remember	<i>43</i>	I have asked
<i>43</i>	if you take	<i>44</i>	I have been
<i>45</i>	if you think	<i>46</i>	I have been able
<i>46</i>	if you want	<i>47</i>	I have been told

<i>I</i>	I have come	<i>Ie</i>	I have noticed
<i>Io</i>	I have decided	<i>Io</i>	I have not had
<i>Ir</i>	I have desired	<i>Io</i>	I have not yet
<i>Id</i>	I have done	<i>Id</i>	I have received
<i>Ik</i>	I have done so	<i>Id</i>	I have said
<i>Is</i>	I have done this	<i>Is</i>	I have taken
<i>If</i>	I have found	<i>Ir</i>	I have the honor
<i>IG</i>	I have given	<i>IG</i>	I have the honor to be
<i>Il</i>	I have gone	<i>Il</i>	I have today
<i>Y</i>	I have had	<i>Y</i>	I have to thank you
<i>Y</i>	I have known	<i>Y</i>	I have your favor
<i>IoI</i>	I have laid before	<i>Io</i>	I have your letter
<i>IoL</i>	I have listened	<i>Y</i>	I have your order
<i>IoM</i>	I have marked	<i>C</i>	I hope
<i>Y</i>	I have never	<i>Y</i>	I hope it will be
<i>Y</i>	I have no desire	<i>C</i>	I hope to hear
<i>Y</i>	I have no doubt	<i>Y</i>	I insist
<i>Y</i>	I have not	<i>Y</i>	I just received
<i>Y</i>	I have not been	<i>o</i>	I know
<i>Y</i>	I have not been able	<i>o</i>	I know their

	Illinois Central		I must ask
	illustrated catalog		I must ask you
	I may be		I must be
	I may be able		I must confess
	I may be told		I must give
	I may go		I must say
	I may have		in accordance with
	I may hear from you		in accordance with my
	I may mention		in accordance with our
	I may not be able		in a day or two
	I may not have been		in addition
	I may say		in addition to that
	I meant		in addition to the
	I might have		in addition to this
	I might have been		in advance
	immediate acceptance		in a few days
	immediate attention		in a few instances
	immediate consideration		in a few minutes
	immediate reply		in a few moments
	I move that		in a few months

23	in a few weeks	22	in connection with my
22	in answer to the	20	in connection with that
21	in answer to the question	21	in connection with the
23	in answer to yours	22	in connection with this
22	in answer to your favor	23	in consequence
21	in answer to your letter	2	in consideration
—	in any	21	incontestable policy
20	in any case	21	indemnity policy
21	in any event	21	in due course
20	in any way	21	in due time
2	in a position	2	in effect
2	in a systematic manner	2	in every respect
20	in a week or two	2	in every way
2	in behalf	2	in fact
2	in business	2	in favor
22	in case you think	21	in first-class condition
21	income tax	2	inform me
22	in comparison	2,	inform us
21	in conclusion	2	inform you
20	in connection with	2	in full settlement

	in general		in order to have
	in good condition		in order to insure
	in good order		in order to judge
	in his		in order to observe
	in it		in order to pay
	in many cases		in order to pre- pare
	in my experience		in order to pur- chase
	in my mind		in order to receive
	in my opinion		in order to say
	in my position		in order to see
	in my possession		in order to show
	in my territory		in order to under- stand
	in order		in order to write
	in order that		in order to write him
	in order to answer		in order to write me
	in order to be		I note what you say
	in order to be able		in other words
	in order to become		in our
	in order to deter- mine		in our favor
	in order to do so		in our hands

in our judgment	✓	inquiry department
in our line of business	✓	in reference
in our opinion	✓	in reference to that
in our own	✓	in reference to the
in our position	✓	in reference to the matter
in our possession	✓	in reference to this
in our power	✓	in reference to your
in part	✓	in regard
in person	✓	in regard to such matters
in place	✓	in regard to the matter
in point of fact	✓	in relation
in position	✓	in relation to the matter
in possession	✓	in reply
in preference	✓	in reply to your
in preparation	✓	in reply to your communication
in progress	✓	in reply to your favor
in proportion	✓	in reply to your inquiry
in pursuance	✓	in reply to your letter
in pursuance of an order	✓	in reply will say
in question	✓	in reply will state

—6	in reply would say	—70	insurance agent
—8	in respect	—71	insurance company
—9	in respect to the	—9	in that
—7	in response	—6	in that direction
—6	in return	—66	in that line
—20	in settlement of account	—6	in that manner
3	in so far as	—66	in that matter
—2	in so many	—6	in that regard
—3	in so much as	—6	in that respect
6	in spite	—6	in that time
7	in such	—6	in that work
7	in such a case	—7	in the country
7	in such a cause	—7	in the county
—21	in such a condition	—76	in the course of a few days
—2	in such a manner	—76	in the course of time
7	in such a state	7	in the event
7	in such a way	7	in the first instance
7	in such cases	7	in the first place
79	in such matters	—76	in the hope that
76	in such times	—	in the market
77			

—6	in the matter	—3	in this city
—7	in the meantime	—2	in this claim
—8	in the meanwhile	—20	in this connection
—9	in the next place	—21	in this country
—6	in the past	—22	in this county
—2	in the report	—23	in this court
—6	in the sale of	—24	in this decision
—2	in the same manner	—25	in this direction
—9	in these	—26	in this instance
—8	in these days	—27	in this manner
—6	in these times	—28	in this market
—2	in the usual manner	—29	in this matter
—3	in the usual way	—30	in this respect
—2	in the way	—31	in this situation
—2	in the work	—3	in this state
—2	in the world	—2	in this way
—end	in the year of our Lord	—2	in those
—2	in this	—2	in those times
—2	in this case	—2	in time
—2	in this cause	—2	into consideration

into that	into	in your city
into the	into	in your letter
into the matter	into	in your line
into these	into	in your line of business
into this	into	in your section
into your	into	I presume
in vain	in	I quite believe
in view of the fact	in	I regret to say
in which	in	I remain, Sincerely yours
in which case	in	I remain, Very cordially yours
in which it is	in	I remain, Yours respectfully
in which it was	in	I remain, Yours truly
in which the	in	I remain, Very respectfully
in which they	in	I remain, Very truly
in which to do	in	I remain, Very truly yours
in which you are	in	I remember
in which you have	in	I remember that time
in which you will	in	I remember the time
in which we	in	I return
in your	in	is at hand

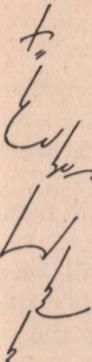
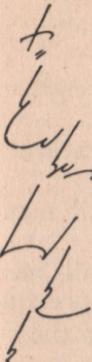
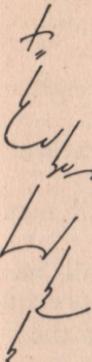
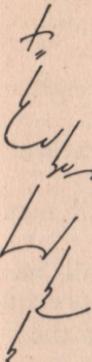
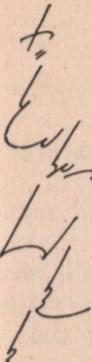
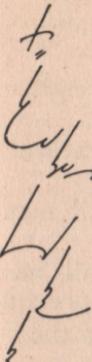
<i>I</i>	I say	<i>I</i>	I shall be glad to see
<i>I</i>	I say so	<i>I</i>	I shall certainly
<i>I</i>	I send back	<i>I</i>	I shall have
<i>I</i>	I send herewith	<i>I</i>	I shall make
<i>I</i>	I send letter	<i>I</i>	I shall not
<i>I</i>	I send receipt	<i>I</i>	I shall not be able
<i>I</i>	I send you	<i>I</i>	I shall not be able to say
<i>I</i>	I send you enclosed	<i>I</i>	I shall not pass
<i>I</i>	I send you statement	<i>I</i>	I shall see
<i>I</i>	I send you today	<i>I</i>	I shall send you
<i>I</i>	I sent	<i>I</i>	I shall take
<i>I</i>	I shall	<i>I</i>	I should
<i>I</i>	I shall be	<i>I</i>	I should be
<i>I</i>	I shall be able	<i>I</i>	I should be able
<i>I</i>	I shall be glad	<i>I</i>	I should be glad
<i>I</i>	I shall be glad to forward	<i>I</i>	I should be glad to forward
<i>I</i>	I shall be glad to have	<i>I</i>	I should be glad to have
<i>I</i>	I shall be glad to hear	<i>I</i>	I should be glad to hear
<i>I</i>	I shall be glad to know	<i>I</i>	I should be glad to know
<i>I</i>	I shall be glad to receive	<i>I</i>	I should be glad to see

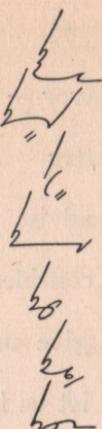
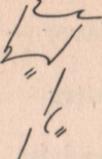
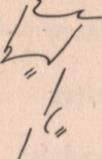
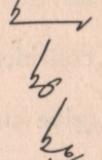
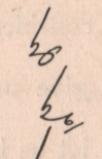
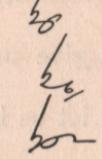
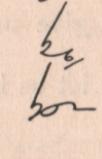
9	I should be sorry	2	is there anything
9	I should have	2	is this
9	I should have been	2	is to be
9	I should like	2	is to hand
9	I should like to be	2	I suppose
9	I should like to have	2	I take pleasure
9	I should not	2	I thank you
9	I should not be	2	I thank you for
9	I should not have been	2	it has
9	I should not say	2	it has become
9	is it possible	2	it has been done
9	is it possible that	2	I think
9	is it necessary	2	I think it will be
9	is it not possible	2	I think this is the
2	is made	2	I think this will be
2	is not	2	I thought
2	is received	2	it is
2	is that	2	it is because
2	is the	2	it is not
2	is there	2	it is ordered

7	it is possible	7	it seems to be
2	it is probable	2	it seems to have
not	it is quite necessary	not	it seems to me
8	it is said	8	it seems to them
✓	it is some time ago	✓	it seems to us
~	it is the	~	it shall be
u	it is your duty	u	it shall be done
l	it may be	l	it was
h	it may be made	h	it was done
b	it may be that	b	it was not
l	it must be	l	it was said
u	it must be done	u	it was the
l	it must have	l	it was understood
h	it must not be	h	it will
o	I told	o	it will be
o	I told him	o	It will be a great pleasure
o	I told them	o	it will be considered
o	I told you	o	it will fail
7	it ought to be	7	it will have
7	it ought to have	7	it will not be

<u>ry</u>	it will reach you	<u>ez</u>	I will inform him
<u>re</u>	it will receive	<u>ez</u>	I will inform them
<u>ru</u>	it will require	<u>ez</u>	I will inform you
<u>/</u>	it would	<u>ew</u>	I will let you know
<u>l</u>	it would be	<u>eg</u>	I will not be able
<u>or</u>	I understand	<u>es</u>	I will only
<u>o</u>	I understood	<u>es</u>	I will send you
<u>o</u>	I want	<u>o</u>	I wish
<u>o</u>	I want to know	<u>aw</u>	I wish to call your attention to the fact
<u>o</u>	I want to say	<u>o</u>	I would
<u>e</u>	I was	<u>o</u>	I would advise
<u>el</u>	I was not aware	<u>o</u>	I would be able
<u>ei</u>	I was not sure	<u>o</u>	I would be pleased
<u>o</u>	I went	<u>oy</u>	I would like to have
<u>e</u>	I will	<u>oy</u>	I would like to know
<u>en</u>	I will ask	<u>ob</u>	I would like to see
<u>en</u>	I will ask you	<u>ob</u>	I would not be able
<u>oy</u>	I will be	<u>ob</u>	I would not be sure
<u>oy</u>	I will be able	<u>ob</u>	I would say
<u>oy</u>	I will have	<u>ew</u>	I wrote you

J

 Jesus Christ
 job lot
 joint stock company
 judgment of God
 just as well
 just as well as

 just as well as not
 justice of God
 Justice of the Peace
 just mentioned
 just now
 just received
 just taken

K			
	kind favor		kindly let us hear from you
	kind letter		kindly note
	kindly advise		kindly return
	kindly consider		Know all men
	kindly give us		Know all men by these presents
	kindly let us know		knowing the

L

L ladies and gentle-
men

L large number

L larger than

L larger than that

L last meeting

L last month

L last night

L last of this week

L last session

L last time

L last week

L last year

L later than

L later on

L latter part

L law and order

L lawful money of
the United States

L lawful money of the
United States of
America

L learned friend

J

learned judge

J

least possible delay

J

left hand

J

legal department

J

legal tender

J

less and less

J

less than

J

let him

J

let me

J

let me know

J

let me tell

J

letter of recent
date

J

let us

J

let us go

J

let us have

J

let us hear from
you

J

let us know

J

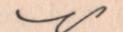
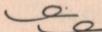
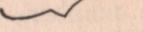
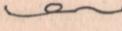
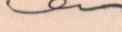
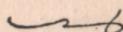
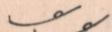
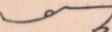
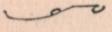
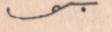
let us say

J

Liberal party

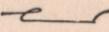
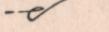
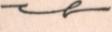
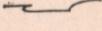
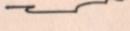
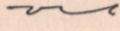
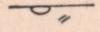
J

life and death

	life insurance		long ago
	life insurance com- pany		long past due
	line by line		long time
	line of credit		long time ago
	line of work		long time due
	list price		look into the mat- ter
	list prices		Lord Chancellor
	little by little		loss and damage
	little more fully		low price
	little or no		lower price
	little or nothing		lowest price

M		
<u>—o</u>	mailing you	
<u>—e</u>	mail order	
<u>—e//</u>	mail order department	
<u>—oo</u>	make that	
<u>—or</u>	make the	
<u>—or</u>	make them	
<u>—or</u>	make this	
<u>—or</u>	make us	
<u>—or</u>	make way	
<u>—</u> 	man of business	
<u>—</u> 	many of them	
<u>—o</u>	many of these	
<u>—o</u>	many of those	
<u>—</u> 	many times	
<u>—e</u>	many years ago	
<u>—t</u>	market price	
<u>—z</u>	market value	
<u>—</u> 	Master in Chancery	
<u>—t</u>	may be	
		may be able
		
		may be given
		
		may have
		
		may not
		
		may not be correct
		
		member of Parliament
		member of the bar
		
		member of the cabinet
		
		member of the House of Commons
		
		member of the legislature
		
		members of the bar

	members of the board		Mr. Chairman
	men and women		Mr. Speaker
	men, women and children		much more
	Michigan Central		must be
	might be		must be able
	might be able		must become
	might have		must be given
	might have been		must be made
	might have done		must have
	might not be		my attention
	might not have		my dear friends
	money market		My dear Madam
	month after month		My dear Miss
	months ago		My dear Mr.
	more and more		My dear Mrs.
	more likely		My dear Sir
	more or less		my opinion
	more than		my own case
	more than that		my own opinion
	most of the time		my time

N		
		next election
		next month
		next place
		next session
		next thing
		next time
		next week
		next year
		no better than
		no doubt
		no less
		no less than
		no longer
		no longer than
		no more
		no more than
		no more than that
		no one
		no one else
		North America

~	northern division	~	not less than
~	Northern Pacific	~	not only
~	nothing else	~	not only that
~	nowhere else	~	now and then
~	no, sir	~	now that
~	Notary Public	~	now therefore

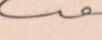
O	of	importance
w	of all	O. K.
wo	of all men	of many of them
wo	of any	of my
woo	of any kind	of one
w	of course	of our
w	of course it is	of our own
w	of course it is not	of our own price
w	of course there is	of such
wy	of course they have	of that
wy	of course they have done	of their
w	of course they will	of them
wm	of course you can	of these
w	of course you have	of this
w	of course you have not	of this case
w	of his	of this city
w	of his condition	of this kind
w	of his country	of this question
w	of his own	of this year
w	of his time	of those

of today	on account of the way
of what	on account of this
of which	on account of those
of which it has been	on arrival of shipment
of which it is	on behalf
of which they have	on business
of which we have	once in a while
of which you have	once or twice
of you	one another
of your city	one of our
of your claim	one of the
of your trade	one of the best
on acceptance	one of them
on account of	one or both
on account of my	one thing
on account of that	one time
on account of the fact	on file
on account of their	on hand
on account of the manner	on hearing from you
on account of these	on her part

~~6	on her side	~~7	on that question
~~	on him	~~8	on that side
~~	on his	~~9	on the contrary
~~	on his part	~~1	on the dollar
~~	on it	~~2	on the first occa- sion
~~	on my account	~~3	on the last occa- sion
~~	on my part	~~4	on them
~~	on or about	~~5	on the market
~~	on or after	~~6	on themselves
~~	on our	~~7	on the next occa- sion
~~	on our behalf	~~8	on the one hand
~~	on our books	~~9	on the one side
~~	on our line	~~1	on the other hand
~~	on our part	~~2	on the other side
~~	on receipt	~~3	on the present oc- casion
~~	on receipt of which	~~4	on the principle
~~	on sale	~~5	on the question
~~	on that	~~6	on these
~~	on that day	~~7	on these conditions
~~9	on that occasion	~~8	on these matters

<u>o</u> <u>g</u>	on these occasions	<u>o</u> <u>u</u>	on your market
<u>o</u> <u>t</u>	on these things	<u>o</u> <u>z</u>	one after another
<u>o</u> <u>s</u>	on the subject	<u>o</u> <u>f</u>	one-half
<u>o</u> <u>w</u>	on the whole	<u>o</u> <u>o</u>	one of my
<u>o</u> <u>t</u>	on this	<u>o</u> <u>o</u>	one of the most
<u>o</u> <u>a</u>	on this account	<u>o</u> <u>o</u>	one of these
<u>o</u> <u>c</u>	on this case	<u>o</u> <u>o</u> <u>l</u>	one of these days
<u>o</u> <u>c</u>	on this claim	<u>o</u> <u>o</u>	one of those
<u>o</u> <u>c</u>	on this class	<u>o</u> <u>o</u>	one or two
<u>o</u> <u>d</u>	on this date	<u>o</u> <u>o</u> <u>z</u>	one or two questions
<u>o</u> <u>l</u>	on this line	<u>o</u> <u>z</u>	on which the
<u>o</u> <u>m</u>	on this matter	<u>o</u> <u>z</u>	on which we are
<u>o</u> <u>o</u>	on this occasion	<u>o</u> <u>z</u>	on which you have
<u>o</u> <u>q</u>	on this question	<u>o</u> <u>z</u> <u>h</u>	on which you will
<u>o</u> <u>s</u>	on this side	<u>o</u> <u>o</u> <u>o</u>	order blank
<u>o</u> <u>t</u>	on this thing	<u>o</u> <u>o</u> <u>o</u>	order will receive
<u>o</u> <u>t</u>	on those	<u>o</u> <u>o</u>	or rather
<u>o</u> <u>t</u>	on time	<u>o</u> <u>o</u>	other than
<u>o</u> <u>y</u>	on you	<u>o</u> <u>o</u>	ought not
<u>o</u> <u>l</u>	on your line	<u>o</u> <u>o</u>	ought to

ought to be	our personal attention
ought to be able	our prompt and careful attention
ought to be done	our prompt attention
ought to do	out of that
ought to do some business	out of the
ought to do something	out of the city
ought to have	out of the country
ought to have been	out of the question
ought to have done	out of the state
ought to know	out of the world
ought to make	out of town
ought to receive	out of your
our best attention	over and over again

P		
	paid up policy	 per week
	particular attention	 per year
	part of your trade	 personal attention
	past week	 please advise
	past week or two	 please advise me
	people of God	 please advise us
	people of this country	 please ask
	people's party	 please find
	per barrel	 please find enclosed
	per bushel	 please forward
	per cwt.	 please give
	per dozen	 please give me
	per gallon	 please give us
	per hundred	 please give this matter
	per minute	 please let
	per month	 please let us hear from you
	per share	 please let us know
	per steamship	 please look
	per thousand	 please order
		 please remember

<u>cre</u>	please remember that	<u>crs</u>	please write us
<u>res</u>	please remit us	<u>t</u>	P. M.
<u>crs</u>	please return	<u>g</u>	point of fact
<u>cs</u>	please say	<u>g</u>	point of view
<u>cs</u>	please see	<u>ly</u>	police department
<u>csy</u>	please send check	<u>l</u>	postal card
<u>cs</u>	please ship	<u>cmo</u>	postal money order
<u>crs</u>	please ship at once	<u>g</u>	Postmaster Gen- eral
<u>crs</u>	please ship goods	<u>co</u>	post office
<u>crs</u>	please ship me	<u>co</u>	post-office depart- ment
<u>crs</u>	please ship me at once	<u>co</u>	post paid
<u>cs</u>	please ship us	<u>po</u>	power of attorney
<u>crs</u>	please ship us at once	<u>coa</u>	premium rate
<u>cs</u>	please state	<u>co</u>	present time
<u>ca</u>	please wire	<u>co</u>	President of the United States
<u>cas</u>	please wire promptly	<u>co</u>	pretty well
<u>cas</u>	please wire us	<u>4</u>	price list
<u>ca</u>	please write	<u>g</u>	prima facie
<u>ca</u>	please write him	<u>t</u>	printed matter
<u>ca</u>	please write me	<u>g</u>	prisoner at the bar

pa prompt attention

pro proof of claim

pro rata

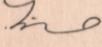
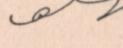
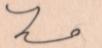
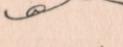
ps prove to your
satisfaction

pu purchase money

pu purchasing department

Q		quite a little
		quite a number
		quite a while
		quite likely
		quite right
		quite sure

R

	railroad business		replying to your kind
	railroad company		replying to your letter
	rate of interest		Republican party
	rather than		Respectfully yours
	recent date		rest assured
	referring to your claim		right and left
	referring to your letter		right and wrong
	regarding the		right hand
			right or wrong

S		seems to say
✓		
✓✓	Safe Deposit & Trust Company	✓✓✓
✓✓	same side	✓✓
✓✓	sample copy	✓✓✓✓
✓✓	satisfactory manner	✓✓✓✓✓
✓✓	school board	✓✓✓✓✓✓
✓✓✓	school board committee	✓✓✓✓✓✓✓
✓✓	season of the year	✓✓✓✓✓✓✓✓
✓✓	Second National Bank	✓✓✓✓✓✓✓✓✓
✓✓	second place	✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary and Treasurer	✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary of Agriculture	✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary of State	✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary of the Interior	✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary of the Treasury	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	Secretary of War	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓	seeing this	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓	seems to be	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	seems to make	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
✓✓✓	seems to me	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

l	shall be glad to receive	✓ ⁶	should not say
l	shall be glad to see	✓ ⁶	should say
l	shall have	✓ ⁶	should you think best
l	shall not pass	✓ ⁷	should you wish
✓	she had	✓ ⁸	side by side
✓	she is	✓ ⁹	Sincerely yours
✓	shipping department	✓ ¹⁰	since that date
✓	shoe department	✓ ¹⁰	since that day
✓	shorthand writer	✓ ¹⁰	since that time
✓	should be	✓ ¹¹	since this case
✓	should be able	✓ ¹²	since this is
✓	should be done	✓ ¹³	since then
✓	should be glad	✓ ¹⁴	six months
✓	should be glad to receive	✓ ¹⁵	so and so
✓	should be made	✓ ¹⁶	so as to
✓	should have	✓ ¹⁷	so as to get
✓	should have been	✓ ¹⁸	so as to give
✓	should have done	✓ ¹⁹	so as to make
✓	should not be	✓ ²⁰	so as to receive
✓	should not have	✓ ²¹	so far as

2	so far as I can	2	some person
2	so far as I know	2	some reason
2	so long ago	2	something else
2	so long as	2	something like
2	so long a time	2	some things
2	so many	2	some time
2	so many times	2	some time ago
2	so much	2	some time before
2	soliciting your orders	2	some time or other
2	some difficulty	2	some weeks ago
2	somehow or other	2	some years ago
2	some of the	2	somewhere else
2	some of them	2	so much
2	some of these	2	son-in-law
2	some of these days	2	sooner or later
2	some of those	2	sooner than
2	some one	2	so that
2	someone else	2	so that will
2	someone or other	2	so there is
2	some other person	2	so there is not

<u>so</u>	so there must be	<u>su</u>	subject to my order
<u>were</u>	so there were	<u>sy</u>	subject to your commission
<u>will</u>	so there will	<u>yo</u>	subject to your order
<u>will be</u>	so there will be	<u>sa</u>	subscribed and sworn to
<u>to speak</u>	so to speak	<u>sa</u>	such as
<u>southern</u>	southern division	<u>si</u>	such as it is
<u>Southern Pacific</u>	Southern Pacific	<u>su</u>	such as may be
<u>southwest</u>	southwest division	<u>st</u>	such as that
<u>southwestern division</u>	southwestern division	<u>st</u>	such as this
<u>special agent</u>	special agent	<u>st</u>	such as this is
<u>special attention</u>	special attention	<u>sc</u>	such cases
<u>Standard Oil Co.</u>	Standard Oil Co.	<u>sc</u>	such consideration
<u>state department</u>	state department	<u>sm</u>	such may be
<u>State of New York</u>	State of New York	<u>sm</u>	sum of money
<u>state of things</u>	state of things	<u>sm</u>	sums of money
<u>statement of account</u>	statement of account	<u>sc</u>	supreme court
<u>state of mind</u>	state of mind	<u>sm</u>	systematic manner
<u>subject matter</u>	subject matter	<u>sg</u>	system of government

T		
<u>o</u>	<u>o</u>	that can be
<u>o</u>	<u>o</u>	that can be done
<u>o</u>	<u>o</u>	that is
<u>o</u>	<u>o</u>	that is all
<u>o</u>	<u>o</u>	that is given
<u>o</u>	<u>o</u>	that is my
<u>o</u>	<u>o</u>	that is my opinion
<u>o</u>	<u>o</u>	that is not
<u>o</u>	<u>o</u>	that is nothing
<u>o</u>	<u>o</u>	that is not possible
<u>o</u>	<u>o</u>	that is not the
<u>o</u>	<u>o</u>	that is not the point
<u>o</u>	<u>o</u>	that is not the question
<u>o</u>	<u>o</u>	that is said
<u>o</u>	<u>o</u>	that is to be
<u>o</u>	<u>o</u>	that is to say
<u>o</u>	<u>o</u>	that it is
<u>o</u>	<u>o</u>	that it must be
<u>o</u>	<u>o</u>	that it was
<u>o</u>	<u>o</u>	that it was not

of	that may be done	6	that time
o	that that	7	that was
o	that the	8	that was the
o	that there	9	that will
oi	that there is	97	that will be
ou	that there is not	97	that will be done
or	that there was	97	that will have
os	that these	10	that would
o	that they	10	that would be
oi	that they are	10	the day and year
o	that they had	10	the latter part
o	that they have	10	the loss of time
o	that they have been	10	the only difference
o	that they will	10	the only time
oy	that they will be	10	the only way
ou	that they will re- ceive	11	the order
o	that this	11	their own
os	that this is	11	there are
os	that this is not	11	there are many
os	that this is the	11	there are many things

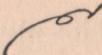
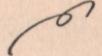
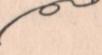
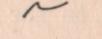
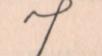
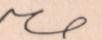
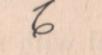
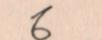
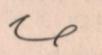
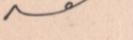
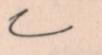
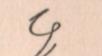
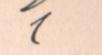
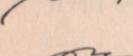
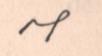
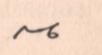
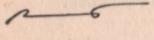
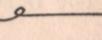
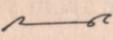
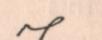
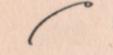
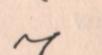
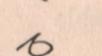
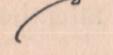
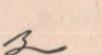
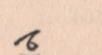
	there are some things		the right honorable gentleman
	there has been		these things
	there have been		these will
	there is only		these will be
	there may not		the time
	there might have been		the time of payment
	there might not be		the time you mention
	there must be		the whole
	there must have		they are
	there shall be		they are not
	there should be		they are of the opinion
	there was		they are willing
	there was not		they are willing to have
	there were		they can
	there were many		they do not (See other phrases under "I do not")
	there were many things		they don't (See other phrases under "I do not")
	there were some things		they had
	there will		they had not
	there will be		they have been
	there would be		they have done

2	they have known	~	they were not
2	they have not yet	~	they will
2	they have said	~	they will be
2	they have seen	~	they will be able
2	they make	~	they will forward
2	they may be	~	they will have
2	they may be able	~	they will not be
2	they may consider	~	they will reach you
2	they may not	~	they would
2	they might not	~	they would be able
2	they must	~	they would be glad
2	they must be	~	they would have
2	they must have	~	they would have been
2	they ought to be	~	they would like to have
2	they ought to be able	~	they would like to know
2	they ought to be glad	~	they would like to see
2	they ought to have	~	they would receive
2	they tell me	~	they would require
2	they think	~	Third National Bank
2	they were	~	third place

2	this account	2	this is done
2	this can	3	this is necessary
3	this can be	2	this is not
3	this can not be	3	this is the
2	this case	3	this is their
2	this cause	2	this is well known
3	this city	20	this kind
2	this claim	26	this matter
2	this class	27	this may be
2	this class of goods	2	this minute
2	this clause	2	this month
3	this company	2	this morning
2	this consideration	2	this note
2	this country	2	this order
2	this date	2	this question
2	this day	2	this reason
2	this defendant	2	this seems
2	this indenture	3	this session
3	this is	3	this state
2	this is an occasion	2	this thing

✓	this time	✓	to all concerned
3	this way	✓	to any
2	this week	✓	to anyone
✓	this will	✓	to anyone else
N	this would be	✓	to any other
✓	this would perhaps	✓	to any question
✓	this year	✓	to ask
✓	thoroughly understood	✓	to assure you
✓	three days' sight	✓	to assure you that
✓	three or four	✓	to be
✓	three or four days	✓	to be able
✓	three or four months	✓	to become
✓	three or four weeks	✓	to begin
✓	through the	✓	to believe
✓	time after time	✓	to be done
✓	time to pay	✓	to be sure
✓	to a certain extent	✓	to bring
✓	to a considerable extent	✓	to buy
✓	to a great extent	✓	to call
✓	to a large extent	✓	to call attention

	to call his attention		to feel
	to call upon you		to find
	to call your attention		to furnish
	to call your attention to the fact		to get
	to come		to give
	to conclude		to give him
	today or tomorrow		to give me
	to deal with me		to give us
	to deal with the matter		to give you
	to develop		to go
	to dictate		to have
	to do		to have and to hold
	to do so		to have been
	to do something		to have done
	to do the best		to have had
	to do this		to hear from you
	to draw		to him
	to enable		to his
	to enforce		to his attention
	to favor		to honor

	to it		to my account
	to judge		to my attention
	to keep		to my credit
	to know		to our
	told you		to our agent
	to learn		to our place
	to leave		to pass
	to let us know		to pay
	to like		to place
	to lead		to please
	to look		to prevent
	to make		to put
	to make a motion		to reach
	to make known		to receive
	to many of them		to remain
	to many of those		to reply
	to me		to represent
	to mean		to say
	to meet		to secure
	to my		to see

<u>s</u>	to sell	<u>t</u>	to them
<u>s</u>	to send	<u>th</u>	to these
<u>s</u> <u>g</u>	to send a representative	<u>t</u>	to think
<u>s</u> <u>h</u>	to send him	<u>t</u>	to this
<u>s</u> <u>t</u>	to send them	<u>th</u>	to this claim
<u>s</u> <u>u</u>	to send us	<u>th</u>	to this conclusion
<u>s</u> <u>u</u>	to send you	<u>th</u>	to this question
<u>s</u>	to ship	<u>t</u>	to those
<u>s</u>	to ship us	<u>tr</u>	to try
<u>s</u>	to show	<u>tr</u>	to turn
<u>s</u> <u>e</u>	to some extent	<u>s</u>	to us
<u>s</u>	to speak	<u>t</u>	to which
<u>s</u>	to such	<u>tz</u>	to which you refer
<u>s</u>	to such an extent	<u>tz</u>	to which your attention
<u>s</u> <u>o</u> <u>l</u>	to take	<u>tz</u>	to which your letter
<u>s</u>	to talk	<u>tz</u>	to which your letter refers
<u>s</u>	to tell	<u>tz</u>	to which your question
<u>s</u>	to that	<u>tr</u>	to whom
<u>s</u> <u>u</u>	to the conclusion	<u>tr</u>	to whom it may concern
<u>s</u>	to their	<u>tr</u>	to whom these presents

~	to work	~	transportation company
~o	to write	~y	treasury department
~o-	to write him	~o	trust company
~o-	to write me	~o	trusting that
~g	to write us	~y	trusting to hear from you soon
~	to you	~y	trusting you will
~o	to your credit	~	two or three
~y	to your satisfaction	~el	two or three days
~f	traffic manager	~e	two or three months

	U		
2	under any	6	upon the
3/	under cover	66	upon them
3/	under date	609	upon receipt
3/	under separate cover	6	upon that occasion
2	under the	6	upon the subject
6	Union Pacific	6	upon the whole
6	United Kingdom	6	upon which
66	United Kingdom of Great Britain and Ireland	6	up to date
6	United States	6	up to that
6	United States Government	6	up to that time
6	United States of America	6	up to the
6	United States Mail	6	up to the date
6	up and down	6	up to the day
6	upon his	6	up to the time
6	upon our	6	up to this
			up to this time

V

	Very cordially yours		Very respectfully yours
	very glad		Very sincerely
	very glad to have		Very sincerely yours
	very long time		very soon
	very many		Very truly
	very much		Very truly yours
	Very respectfully		very well
			vice versa

W			
✓ war department	27	we are in possession	
✓ was considered	21	we are in receipt of	
✓ was done	212	we are in receipt of an order	
✓ was it right	211	we are in receipt of your check	
✓ was not	21	we are in receipt of your letter	
✓ was that	27	we are in receipt of your order	
✓ was the	2	we are of the opinion	
✓ ways and means	2	we are not	
✓ Ways and Means Committee	21	we are pleased	
✓ we always	211	we are pleased to hear	
✓ we are	210	we are pleased to know	
✓ we are advised	21	we are pleased to say	
✓ we are afraid	211	we are pleased to see	
✓ we are aware	21	we are pleased to state	
✓ we are aware of the fact	211	we are prepared	
✓ we are enclosing	21	we are sending you	
✓ we are favored	21	we are sorry	
✓ we are in a position	211	we are sorry to hear	
✓ we are informed	211	we are sorry to learn	
		we are sorry to report	

26	we are sorry to say	27	we can have
21	we are sure	28	we can not
20	we are sure that	29	we can not possibly
27	we are unable	26	we can not see
27	we are very sorry	26	we can not sell
27	we are very sorry to hear	23	we can see
27	we are, Very truly yours	2	we confirm
26.	we are willing	23	we consider
26.	we are writing	230	we consider that
22	we are, Yours respectfully	21	we could
21	we are, Yours truly	21	we could be
20	we ask that	21	we could have
21	we ask your attention	21	we could have been
21	we assure you	21	we could not have
21	we believe	26	we decide
22	we call upon	2	we declare
21	we can	2	we deny
27	we can be	21	we desire
26	we can get	26	we desire to say
26	we can go	26	we desire to thank

	we did		we give you
	we did our best		we had
	we do		we have
	we do not (See other phrases under "I do not")		we have been
	we doubt		we have been able
	we doubt that		we have decided
	we duly received		we have done
	week after week		we have done so
	week by week		we have done our best
	week or so		we have given
	week or two		we have known
	week or two ago		we have never
	weeks ago		we have no doubt
	we enclose		we have not
	we enclose copy		we have not been able
	we enclose state- ment		we have now
	we expect		we have received
	we feel		we have the
	we feel sure		we have the honor
	we find		

10	we have today	26	we may say
2	we have your letter	29	we might have been
11	we have your order	2	we must
7	we hope	23	we must ask
12	we hope you will be	23	we must ask you
21	we intend	23	we must ask your attention
2	we knew	2	we must be
20	we know	23	we must confess
20	we like	23	we must give
17	well-known fact	23	we must have
2	we look	26	we need
26	we made	21	we note
20	we make	26	we note what you say
201	we make the	26	we realize
20	we may	26	we receive
27	we may be	26	we regard
26	we may be able	20	we regret
27	we may be sure	202	we regret to say
27	we may have	2	we remain
27	we may not be able	27	we remain, Very truly yours

<u>2</u>	we remain, Yours respectfully	<u>9</u>	we shall be pleased
<u>2</u>	we remain, Yours truly	<u>10</u>	we shall have
<u>2</u>	we remain, Yours very truly	<u>2</u>	we shall make
<u>2</u>	we remember	<u>2</u>	we shall not
<u>2</u>	we replied	<u>2</u>	we shall not be
<u>2</u>	we represent	<u>2</u>	we shall not be able
<u>2</u>	we respectfully	<u>2</u>	we shall send you
<u>2</u>	we respectfully call your attention	<u>2</u>	we shall take pleasure
<u>2</u>	we return	<u>2</u>	we should
<u>2</u>	we say	<u>2</u>	we should be
<u>2</u>	we send herewith	<u>2</u>	we should be able
<u>2</u>	we send you	<u>2</u>	we should be glad
<u>2</u>	we send you today	<u>2</u>	we should be pleased
<u>2</u>	we sent you	<u>2</u>	we should like
<u>2</u>	we shall	<u>2</u>	we should not be able
<u>2</u>	we shall be	<u>2</u>	we take
<u>2</u>	we shall be able	<u>2</u>	we thank you
<u>2</u>	we shall be glad	<u>2</u>	we thank you for your
<u>2</u>	we shall be glad to hear	<u>2</u>	we think
<u>2</u>	we shall be glad to receive	<u>2</u>	we think this will be

<u>2</u>	we told him	<u>21</u>	we will forward
<u>20</u>	we told you	<u>22</u>	we will have
<u>21</u>	we took	<u>23</u>	we will let you know
<u>22</u>	we traced	<u>24</u>	we will not accept
<u>23</u>	we tried	<u>25</u>	we will not be able
<u>24</u>	we trust	<u>26</u>	we will pay
<u>25</u>	we trust that	<u>27</u>	we will probably
<u>26</u>	we trust you will	<u>28</u>	we will say
<u>27</u>	we understand	<u>29</u>	we will see
<u>28</u>	we understood	<u>21</u>	we will ship
<u>29</u>	we want	<u>21</u>	we will ship at once
<u>21</u>	we want to be	<u>22</u>	we will ship you
<u>22</u>	we want to have	<u>23</u>	we will ship you at once
<u>23</u>	we want to know	<u>24</u>	we will therefore
<u>2</u>	we will	<u>21</u>	we wish
<u>20</u>	we will allow	<u>21</u>	we wish to do
<u>21</u>	we will allow you	<u>2</u>	we wish to have
<u>22</u>	we will be able	<u>2</u>	we wish to know
<u>23</u>	we will be pleased	<u>2</u>	we wish to say
<u>24</u>	we will be sure	<u>2</u>	we would

we would advise	wd	what a lot
we would be	ws	what are necessary
we would be able	wa	what are you
we would have been	ws	what did you find
we would have been able	ws	what do you know
we would have had	wh	what do you mean
we would like to be	wd.	what do you mean by saying
we would like to have	wd	what do you mean by that
we would like to know	wt	what do you think
we would like to see	ws	what do you want
we would like to sell	ws	what has been
we would not be	wn	what has been done
we would not be able	wn	what is
we would probably	wp	what is called
we would request	wr	what is that
we would require	wr	what is the
we would respectfully	ws	what is this
we would say	ys	what is to be done
we wrote you	yt	what is your business
we wrote you that	yt	what must be

~	what right	~	when you first
~	what shall be	~	when you go
~	what to do	~	when you have
~	what to do in the matter	~	when you have done
~	what took place	~	when you have done so
~	what was said	~	when you have given
~	what you can do	~	when you have seen
~	when I see	~	when you next
~	when I was	~	when you told
~	when the	~	when you told him
~	when they	~	when you told me
~	when they have	~	when you told us
~	when they have done	~	when you would
~	when was	~	where are
~	when you	~	where did
~	when you are	~	where is
~	when you came	~	where is that
~	when you can	~	where is the
~	when you cannot	~	where is your
~	when you consider	~	where it is

or	where it was	/	which is
7	where it will be	2	which is now
28	where was	3	which is the only way
ces	where were you	h	which it is
-	whether or not	4	which it is believed
L	which are	5	which it is not
L	which can	6	which made
6	which has been	7	which makes
6	which has been done	8	which may be
6	which has never	9	which might have been
d	which has not	10	which might not be
d	which has not been	11	which must be
d	which has nothing	12	which must be done
do	which has now	13	which that
3	which have	1	which the
3	which have done	2	which they
3	which have had	3	which they had
3	which have not	6	which was made
3	which have taken place	7	which was never
3	which have the	8	which was not

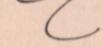
<i>h</i>	which we	<i>h</i>	which you may be
<i>h,</i>	which we consider	<i>h,</i>	which you may have
<i>h,</i>	which we consider to be	<i>h</i>	which you sent
<i>h,</i>	which will	<i>h</i>	which you will
<i>h,</i>	which will enable	<i>h,</i>	which you will receive
<i>h,</i>	which would	<i>h,</i>	which you will see
<i>h</i>	which would be	<i>h</i>	which you wish
<i>h</i>	which would be done	<i>h</i>	which you would
<i>h</i>	which would have been	<i>i</i>	who are
<i>h</i>	which would not	<i>i</i>	who can
<i>h</i>	which would not be	<i>i</i>	who can not
<i>h</i>	which you	<i>i</i>	who could
<i>h</i>	which you can	<i>i</i>	who could not
<i>h</i>	which you can not	<i>i</i>	who do
<i>h</i>	which you claim	<i>i</i>	who had
<i>h</i>	which you have	<i>i</i>	who have
<i>h</i>	which you have done	<i>i</i>	who have done
<i>h</i>	which you have not	<i>i</i>	who have tried
<i>h</i>	which you have not done	<i>i</i>	who is
<i>h</i>	which you may	<i>i</i>	who is not

is	who is now	o	why did
is	who makes	o	why do
is	who may	o	why have
is	who may never	o	why not
is	who might	o	why will
is	who must be	o	why would
is	who say	7	will be
is	who should	7	will be able
is	who should have	7	will be done
is	who told him	77	will be duly considered
is	who told you	77	will give
is	who was	7	will have
is	who will	7	will have been
is	who will be	77	will have due consideration
is	who would	77	will have no doubt
is	who would be	7	will not
is	who would have	7	will not be
is	who would not	7	will not be able
is	whole lot	7	will reach you
o	why are	7	will receive

<i>W</i>	will receive prompt attention	<i>W</i>	within the
<i>W</i>	will there be	<i>W</i>	with it
<i>W</i>	will write	<i>W</i>	with its
<i>W</i>	will you	<i>W</i>	with kind regards
<i>W</i>	will you be kind enough	<i>W</i>	with only
<i>W</i>	will you consider	<i>W</i>	with or without
<i>W</i>	will you consider the matter	<i>W</i>	with our
<i>W</i>	will you kindly	<i>W</i>	with reference
<i>W</i>	will you please	<i>W</i>	with reference to that
<i>W</i>	will you please say	<i>W</i>	with reference to the
<i>W</i>	will you send	<i>W</i>	with reference to the matter
<i>W</i>	will you write	<i>W</i>	with regard
<i>W</i>	wire me at once	<i>W</i>	with regard to my
<i>W</i>	wire reply	<i>W</i>	with regard to the matter
<i>W</i>	wishing that	<i>W</i>	with relation
<i>W</i>	wish to go	<i>W</i>	with respect
<i>W</i>	wish to have	<i>W</i>	with respect to the matter
<i>W</i>	wish to say	<i>W</i>	with that
<i>W</i>	with all	<i>W</i>	with that end in view
<i>W</i>	with him	<i>W</i>	with the

<i>o g</i>	with the least possible delay	<i>h y</i>	would be glad to have
<i>o v.</i>	with the understanding	<i>h e</i>	would be glad to hear
<i>o</i>	with them	<i>h u</i>	would be glad to receive
<i>o 9</i>	with these	<i>h s</i>	would be glad to see
<i>o 2</i>	with these men	<i>h t</i>	would be sure
<i>o</i>	with this	<i>h j</i>	would have
<i>o 3</i>	with this case	<i>h j</i>	would have been
<i>o 3</i>	with this company	<i>h j</i>	would have been able
<i>o 3</i>	with this firm	<i>h k</i>	would have done
<i>o 6</i>	with this matter	<i>h k</i>	would like
<i>o</i>	with those	<i>h</i>	would not
<i>o</i>	with us	<i>h</i>	would not be
<i>o</i>	with what	<i>h</i>	would not have
<i>o</i>	with which	<i>h</i>	would not say
<i>o</i>	with which it is	<i>h</i>	would not see
<i>o</i>	with which it is not	<i>h</i>	would not sell
<i>o</i>	with which it was	<i>h</i>	would see
<i>o</i>	with you	<i>o</i>	write him
<i>o</i>	would be	<i>o</i>	write me
<i>o</i>	would be able	<i>o</i>	write us

Y

	year after year		you are prepared
	year or two		you are probably
	year or two ago		you are requested
	years ago		you are right
	years and years		you are supposed
	years of age		you are sure
	yes or no		you are wrong
	yes, sir		you ask
	you always		you can
	you are		you can be
	you are advised		you can do
	you are aware		you can do this
	you are aware of the fact		you can do so
	you are hereby		you can get
	you are hereby summoned		you can give us
	you are in a posi- tion		you can have
	you are in posses- sion		you can have no
	you are not		you can have the
	you are not obliged		you can never
			you cannot

	you cannot be		you did not
	you cannot be sure		you did not say
	you cannot say		you do
	you cannot see		you do not (See other phrases under "I do not")
	you can state		you do that
	you can tell		you don't (See other phrases under "I do not")
	you can understand		you employ
	you could		you gave
	you could be		you gave me
	you could have		you give
	you could have been		you give him
	you could not		you give us
	you could not be		you had
	you could not be sure		you had not
	you could not have		you have
	you could not say		you have been
	you could not see		you have been able
	you could not un- derstand		you have done
	you desire		you have doubtless
	you did		you have had

	you have known		you may consider
	you have never		you may have
	you have no		you may not be able
	you have not		you may not have
	you have not been able		you mention
	you have nothing		you might
	you have no time		you might ask
	you have now		you might let us know
	you have received		you might not
	you have said		you might not be
	you have seen		you might not be able
	you have some		you must
	you have today		you must be
	you knew		you must be able
	you know		you must become
	you made		you must be sure
	you may		you must bring
	you may be		you must consider
	you may be able		you must decide
	you may be sure		you must give

<u><u>u</u></u>	you must go	<u><u>res</u></u>	your letter of recent date
<u><u>7</u></u>	you must have	<u><u>rec</u></u>	your letter reached me
<u><u>z</u></u>	you must recollect	<u><u>rec</u></u>	your letter received
<u><u>g</u></u>	you must say	<u><u>g</u></u>	your many favors
<u><u>6</u></u>	you must see	<u><u>g</u></u>	your message
<u><u>1</u></u>	younger than	<u><u>2</u></u>	your name
<u><u>—</u></u>	young man	<u><u>1</u></u>	your order
<u><u>—</u></u>	young woman	<u><u>6</u></u>	your order received
<u><u>rd</u></u>	you notice	<u><u>7</u></u>	your order will have
<u><u>r</u></u>	your attention	<u><u>7</u></u>	your order will receive
<u><u>y</u></u>	you refer	<u><u>7</u></u>	your question
<u><u>7</u></u>	you represent	<u><u>7</u></u>	your reply
<u><u>7</u></u>	your insurance	<u><u>7</u></u>	your reply to my letter
<u><u>rd</u></u>	your kind attention	<u><u>3</u></u>	your statement
<u><u>rd</u></u>	your kind attention to the matter	<u><u>3</u></u>	your telegram
<u><u>rd</u></u>	your kind attention to this	<u><u>3</u></u>	Yours faithfully
<u><u>rd</u></u>	your kind attention to this matter	<u><u>3</u></u>	yours of today
<u><u>rd</u></u>	your kind letter	<u><u>3</u></u>	Yours respectfully
<u><u>3</u></u>	your letter	<u><u>3</u></u>	Yours sincerely
<u><u>rd</u></u>	your letter in reply	<u><u>3</u></u>	Yours truly

	Yours very sincerely		you will be able
	Yours very truly		you will be sorry
	you see		you will be sure
	you shall not		you will feel
	you shall not be		you will find
	you should		you will find enclosed
	you should be		you will have
	you should be sure		you will let us know
	you should have		you will not
	you should not		you will not be
	you should not be		you will not be able
	you think		you will note
	you told him		you will observe
	you told me		you will pardon
	you want		you will probably
	you want to have		you will readily
	you want to know		you will readily understand
	you will		you will receive
	you will arrange		you will see
	you will be		you will understand

7	you wish	7	you would have been
✓	you would	✓	you would have no
✓	you would be	✓	you would have nothing
✓	you would be able	✓	you would not
✓	you would be sure	✓	you would not be able
✓	you would have	✓	you would not have

